

TEACHER LICENSURE UNIT (TLU) TEAM AGREEMENT

☐ **B-K Standard Professional II License** or
 ☐ **Preschool Add-on License**

Site Administrator/Program Director, More at Four (MAF) Teacher and Evaluator

Program Year: 200__ - 200__

Check appropriate licensing cycle:

| | |
|--|---|
| <input type="checkbox"/> Year 1 Formative (5-year licensure cycle) <input type="checkbox"/> Year 2 Formative (5-year licensure cycle) <input type="checkbox"/> Year 3 Formative (5-year licensure cycle) <input type="checkbox"/> Year 4 Formative (5-year licensure cycle) | <input type="checkbox"/> Year 5 Summative (5-year licensure cycle) |
| <ul style="list-style-type: none"> • 2 PKKTPAI Snap Shot teacher evaluations Summative Full Evaluation (completed in Yr. 5 of 5-yr. renewal cycle) • Individual Growth Plan (IGP) required each year of 5-year renewal cycle; keep plan on site | <ul style="list-style-type: none"> • 2 PKKTPAI Snap Shot teacher evaluations • 1 Summative Full Evaluation • Individual Growth Plan (IGP) required each year of 5-year renewal cycle – submitted to OSR yr. 5 of cycle |

More at Four Teacher _____ Date _____

Nonpublic School _____ Administrator _____

Mailing Address _____ City _____

State NC Zip Code _____ County _____

Phone () _____ Fax () _____

Email _____

Purpose

According to NC State Board of Education policy, teachers with a **BK Standard Professional II** or **Pre-K/K Add-on License** are required to be evaluated on an annual basis and to maintain an **Individual Growth Plan (IGP)**.

This work includes:

- formal evaluations yearly, which include pre-conference, observation, and post-conference, using the Pre-kindergarten and Kindergarten Teacher Performance Appraisal Instrument (PKKTPAI) conducted by a TLU trained evaluator
- development of an Individual Growth Plan (IGP)
- conferences with a TLU evaluator to assess progress of the teacher's IGP

The team will communicate by: (check all that apply and include phone, Email addresses below)

Teacher:

☐ Email _____ ☐ Work Phone _____
☐ Cell Phone _____ ☐ Home Phone _____
☐ Mailing Address _____

Site Administrator:

☐ Email _____ ☐ Work Phone _____
☐ Cell Phone _____ ☐ Home Phone _____
☐ Mailing Address _____

Evaluator:

☐ Email _____ ☐ Work Phone _____
☐ Cell Phone _____ ☐ Home Phone _____
☐ Mailing Address _____

Best time(s) to communicate (before or after teacher's work hours, etc.): _____

Teacher Responsibilities:

1. Submits requested **documents** to the Office of School Readiness, Teacher Licensure Unit including, but not limited to the following:
 1. TLU Enrollment (formerly titled Registration Form)
 2. Completed Licensure Packets including Fees if license needs to be updated, renewed, etc.
 3. Copy of License
 4. Professional Development Log and Training Certificates, Transcripts or other documentation to support the licensure renewal guidelines
 5. Changes in contact information
2. Maintains **communication** with the TLU evaluator as needed.
 1. Ensures that the site administrator is aware of all activities between the teacher and their evaluator.
 2. Provides evaluator with a school calendar and daily schedule and notifies them when changes are made.

3. Notifies evaluator at least 12 hours in advance if meetings or scheduled evaluations are to be canceled.
4. Responds promptly (within 2 days) to emails or phone calls to ensure that services are provided as prescribed in the attached time line
3. Assures **coverage** of classroom duties to attend professional development opportunities that support the IGP and licensure level.
4. **Arranges** for meetings with the evaluator and site administrator.
5. Maintains a professional **portfolio** of the following documents:
 1. Teaching License
 2. Professional Development Activities
 3. Reflective Journals
 4. Copies of Evaluations
 5. IGP and Supporting Documentation
6. **Notifies** the TLU immediately of any situation that may prevent them from completing these requirements within the required timeline.

As a **BK SP II licensed teacher**, I agree to accept the evaluation services of the OSR/TLU. I have read, reviewed, discussed, and received a copy of my responsibilities set forth in this agreement.

MAF Teacher's Signature

Date

Site Administrator Responsibilities:

1. Provides overall **leadership** and **supervision** of More at Four (MAF) **BKSP II licensed** teacher during the 5-year renewal cycle.
 - a. Understands the **renewal requirements for BK SKP II licensed teachers – formal evaluations and IGP in accordance with the attached schedule.**
 - b. **Coordinates** technical assistance providers and other coaches (e.g., literacy, CCR&R, Smart Start, More at Four, ECERS-R) working with the MAF teacher to ensure appropriate teaching practices are communicated and consistently implemented by all providers, as needed (e.g., teacher rates “below standard on a Major Function.”)
 - c. Releases teacher from work to participate in OSR/TLU sponsored or other OSR approved professional development activities to meet continuing licensure requirements, as identified in the MAF teacher’s Individual Growth Plan (IGP). Professional development requirements may be met by completing one or a combination of the following:
 - i. 150 contact (clock) hours of training obtained through workshops, conferences, other appropriate sessions that align/support B-K competencies and IGP goals

Or

- ii. 15 continuing education requirements (CEU). One CEU equals 10 contact (clock) hours.

Or

- iii. 10 semester hours (SH).

Professional development should be submitted on the attached log to the OSR/TLU office.

- d. Ensures that teacher has appropriate **supplies** and **resources** for creating and maintaining a developmentally responsive learning environment.
2. Works with the evaluator as needed to ensure Birth-through-Kindergarten (B-K) licensure requirements are maintained in classroom teaching practices, and aligned with North Carolina Professional Teaching Standards, as identified on the MAF teacher's **Individual Growth Plan (IGP)**.
- a. Participates in **pre- and post-conferences** with the assigned evaluator to develop and review: teacher performance practices using the Pre-Kindergarten Kindergarten Teacher Performance Appraisal Instrument (PKKTPAI)
 - b. Participates in **IGP review** conferences with teacher and TLU evaluator.
 - c. Participates with the evaluator and the MAF teacher in the **summative evaluation** process by _____ the 5th year of the 5-year renewal cycle.
 - d. Provides for **classroom coverage**, to enable the BK SKP II teacher to meet with evaluator as prescribed by the teacher's IGP.
3. Communicates with and provides **feedback** to the TLU.
4. Submits appropriate **reports** (see Timeline) to local MAF contractor.
5. **Notifies** the TLU immediately of any situation that may prevent the MAF teacher from completing these requirements within the required timeline or my ability to supervise this process.

As the site administrator/program director or designee, I have read, reviewed, discussed, and received a copy of the responsibilities set forth in this agreement.

Site Administrator/Program Director's Signature

Date

TLU Evaluator Responsibilities:

- 1. In years 1 – 5 of the 5-year licensure cycle, conducts **two** formal evaluations using the **Snapshot** form of the Prekindergarten Kindergarten Teacher Performance Appraisal Instrument (PKKTPAI).
 - a. Participates in the **Pre-Conference** within 24 to 48 hours prior to formal evaluation, unless evaluation is unannounced (Pre-Conference is not required for unannounced evaluations).
 - b. **Observes** teacher in the classroom for a minimum of one and one half hours to evaluate teaching practices.
 - c. Participates in **Post-Conference** as soon after observation as possible (within 24 to 48 hours).
 - d. **Reviews** the evaluation with the teacher and administrator as determined by the teacher.
 - e. **Submits** all **original documentation** of each Snapshot to the OSR/TLU.

2. Conducts one **summative evaluation** on or before May 15 **only** in year 5 of the 5-year licensure cycle.
 - a. Participates in the **Pre-Conference** within 24 to 48 hours prior to summative evaluation.
 - b. **Observes** teacher in the classroom for a minimum of one and one half hours to evaluate teaching practices.
 - c. Participates in **Post-Conference** as soon after observation as possible (within 24 to 48 hours).
 - d. **Reviews** the summative evaluation with the teacher and site administrator.
 - e. **Submits** all **original documents** of the summative evaluation to the OSR/TLU and completes the Teacher Summative Evaluation Form.

As the evaluator, I have read, reviewed, discussed, and received a copy of the responsibilities set forth in this agreement.

Evaluator

Date

OSR/TLU Responsibilities

1. Implement the provisions of teacher licensure (initial provisional lateral entry, BK SP I, and SP II and Pre-K/K Add-on) in accordance with the NC State Board of Education policy.
2. Provide or arrange for the teacher orientation sessions for each teacher and site administrator new to the teacher licensure process (evaluation process, cycle, schedule, IGP requirements, professional development requirements).
3. Communicate any changes in teacher's assigned evaluator to site administrator and teacher.
4. Disseminate changes in teacher education, professional development, and licensure process, policy to teacher, site administrator, and evaluator.
5. Monitor and maintain teacher licensure files and database.
6. Conduct program evaluation of services provided following each service year.
7. Use results from program evaluation to improve services.

Cindy Wheeler



OSR/TLU Manager (print name)

Date

C: MAF Teacher
 Site Administrator
 TLU Mentor
 TLU Evaluator
 OSR/TLU Teacher File